

# CZMP 2016 Web Application User Guide

## Overview

The CZMP 2016 Web Application allows you to create an online request for a zoning change. Please note that this is only the first step in the zoning change process and you are still required to meet with the assigned planner to move the application forward.

You will be able to submit online applications during the Open Filing Period (Mid-August, 2015 through October 15, 2015.)

## General Instructions

You must create a user account before you begin:

<https://citizenaccess.baltimorecountymd.gov/CitizenAccess/Welcome.aspx>

You may save your request at any time by selecting the **Save and resume later** button on the lower-right part of the screen. At any point in the process, you can save your partially-completed application and finish it later. Select **Save and resume later**: to save your application:



The next time you log in, you will see your application(s). To continue, select the **Resume Application** link in the **Action** column and you will be taken to your application.

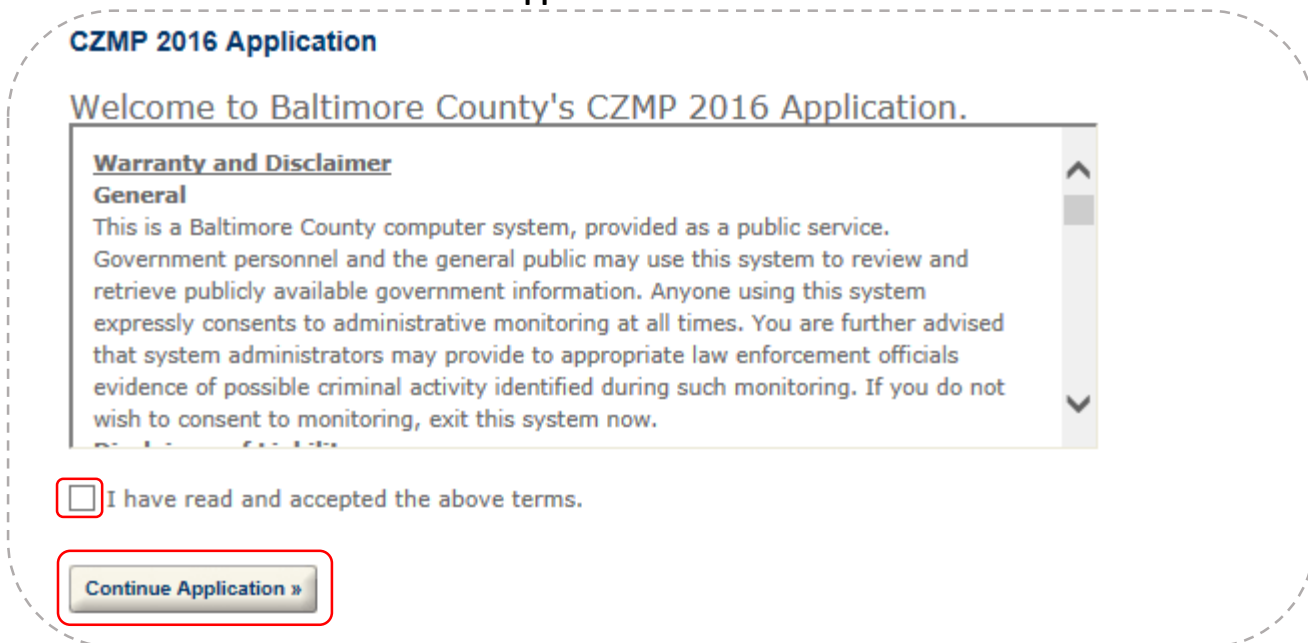


Records						
1 of 2   <a href="#">Download results</a>   <a href="#">Add to collection</a>   <a href="#">Add to cart</a>						
	Record Number	Record Type	Description	Project Name	Expiration Date	Action
15	15TMP-000246	Comprehensive Zoning	Map Process			<a href="#">Resume Application</a>
15	CZMP16-00226	Comprehensive Zoning	Map Process		Pending	

Upon successful submission of your application, you will be sent an email with the details of the request and a tracking number to track the status and progress.

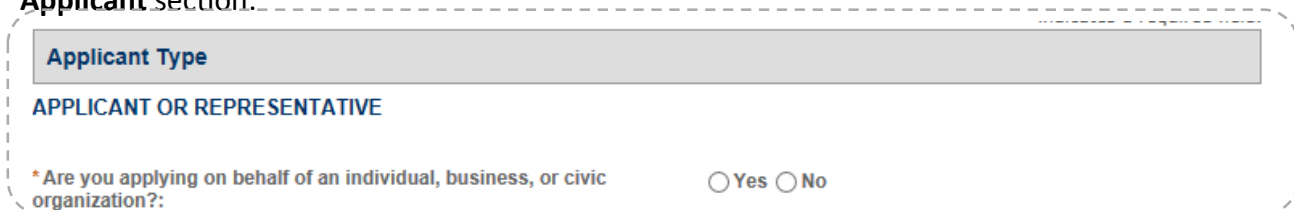
## Create a Zoning Request

1. After creating your account, begin your request by reading and accepting the CZMP 2016 Application Terms. Place a check next to **I have read and accepted the above terms** and then select the **Continue Application** button:



The screenshot shows the 'CZMP 2016 Application' page. At the top, it says 'Welcome to Baltimore County's CZMP 2016 Application.' Below this is a 'Warranty and Disclaimer' section with a 'General' heading. The text states: 'This is a Baltimore County computer system, provided as a public service. Government personnel and the general public may use this system to review and retrieve publicly available government information. Anyone using this system expressly consents to administrative monitoring at all times. You are further advised that system administrators may provide to appropriate law enforcement officials evidence of possible criminal activity identified during such monitoring. If you do not wish to consent to monitoring, exit this system now.' Below the text is a checkbox labeled 'I have read and accepted the above terms.' and a button labeled 'Continue Application »'.

2. Select the Applicant Type. If you select **Yes**, you will need to fill out both the **Applicant** and the **Representative** sections. If you select **No**, you will only need to fill out the **Applicant** section:



The screenshot shows the 'Applicant Type' section. It has a heading 'Applicant Type' and a sub-heading 'APPLICANT OR REPRESENTATIVE'. Below this is a question: '\* Are you applying on behalf of an individual, business, or civic organization?'. There are two radio buttons: 'Yes' and 'No'.

3. Enter the Applicant information. To **auto-fill** the required information, check the auto-fill box and select your name from the drop down menu. The fields will be automatically populated with the information given when your online account was created. Otherwise, you may fill in the fields manually:

**Applicant**

**If you are the applicant, please fill out Applicant section only. If you are filing on behalf of an individual, business, or civic organization, you will be required to complete the Representative section.**

☒ Auto-fill with John Citizen

\* First:

Middle:

\* Last:

4. If you are filing on behalf of an individual, business, or civic organization, you must also fill out the **Representative** section. In order to qualify as a Civic Group or Community Association for the purposes of filing an issue during the CZMP, an organization must be registered as a community or business association with the Department of Planning prior to the start of the time period for filing issues. Please visit: <http://www.baltimorecountymd.gov/Agencies/planning/neighborhoodresponse/2012businessassociationform.html> to register your civic organization.
- To **auto-fill** the required information, check the auto-fill box and select your name from the drop down menu. The fields will be automatically populated with the information given when your online account was created. Otherwise, you may fill in the fields manually:

**Representative**

**If you are the applicant, please fill out Applicant section only. If you are filing on behalf of an individual, business, or civic organization, you will be required to complete the Representative section.**

☒ Auto-fill with John Citizen

First: \*

Middle:

Last: \*

Select **Continue Application:** or **Save and resume later**

Continue Application»

Save and resume later:

5. Search for your property. You may search by street name (with or without street number, do not enter street name suffixes (Avenue, Street, Lane, etc.)) or by Tax Account number. Enter your information and select the appropriate **Search** button:

### Primary Address

**If searching by Primary Address, please enter the Street number and/or Street Name for this application and select Search. Use the Additional Properties section below to add additional parcels to this request.**

Street No.:	Street Name:
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

### Primary Parcel

**If searching by Tax Account number, please enter the Tax Account number for this application and select Search. Use the Additional Properties section below to add additional parcels to this request.**

* Tax Account #:	* GIS Pin Number:			
<input type="text"/>	<input type="text"/>			
Plat:	Reference:	Land Area:	Year Built:	Unit:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>			

A search by street name/number may return a list of results; select the appropriate address by clicking it in the list. A search by Tax Account number will return a single result.

- If there are additional impacted properties, enter the Tax Account number of the property in the Additional Properties text box. **Note:** Additional properties may only be added by Tax Account number; you cannot search by address:

### Additional Properties

#### ADDITIONAL PROPERTIES

Please list any additional impacted properties below by Tax Account Number. If you do not know your Tax Account number please visit, [Department of Assessments and Taxation](#)

Please list additional tax account numbers on separate lines:

0102203880 0102206700 0102205432 0102203881	<input type="button" value="↑"/> <input type="button" value="↓"/>
--	--

[spell check](#)

When you have finished adding properties, select the **Continue Application** or **Save and resume later** button:

Save and resume later:

7. Provide zoning information. Enter the **Existing Use** and **Requested Use**, (if you know the specific zoning classification you may enter them in these fields) **Estimated Total Acreage of Request**, **Justification for Zoning Change** and **Past rezoning history** in the appropriate fields. If you select “Describe” for **Past rezoning history** from the drop down menu, you must enter information in the **Describe past rezoning history** field. Please provide as much detail as possible for your justification and past rezoning history:

**Zoning Information**

ZONING INFORMATION

\* Existing Use:

\* Requested Use:

\* Justification for Zoning Change:

\* Estimated Total Acreage of Request:

\* Past rezoning history?:

Describe ▼

Describe past rezoning history: \*

8. Attach supporting documents, if any. Select the **Upload** button to find documents on your computer. Supporting documents may include, but are not limited to CAD, Engineering Drawing, Justification, Land Records, Photos, Support Letter, etc. :

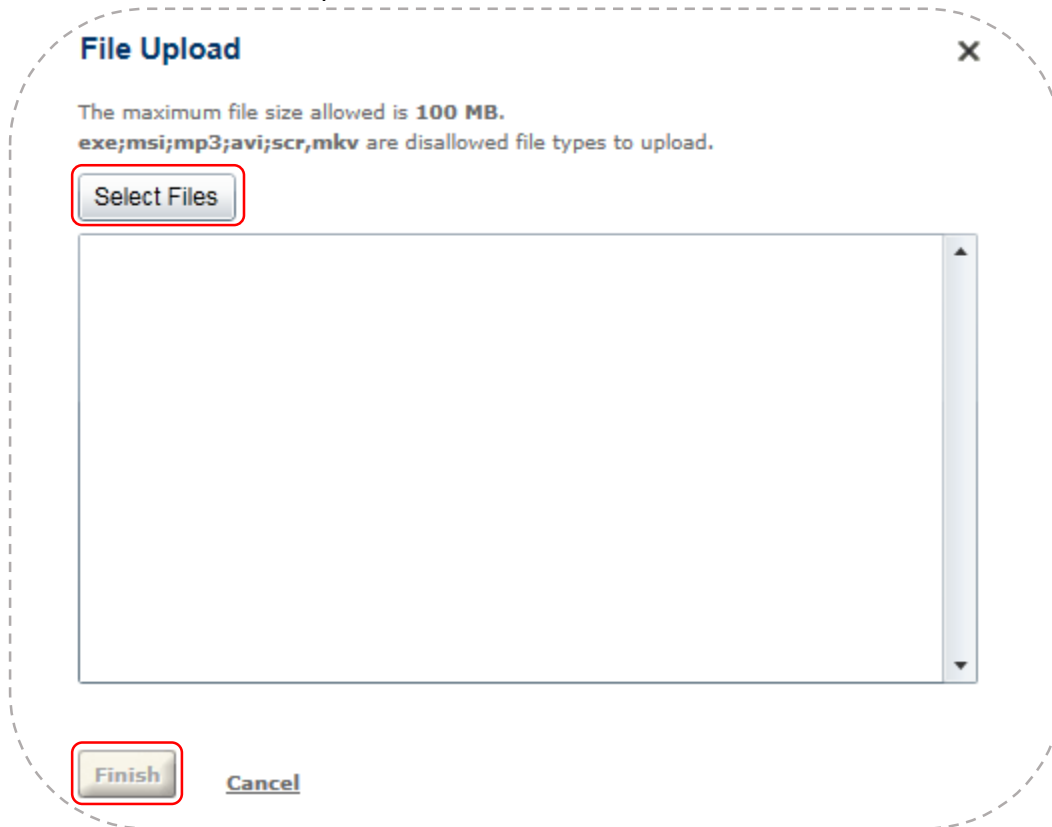
**Attachment**

Attach Supporting Documents

Name	Type	Size	Latest Update	Action
No records found.				

Upload

A new window will open:



Select the **Select Files** button to begin browsing your computer. Double-click the file or shift click multiple files you would like to attach to your application and select the **Finish** button when you are done.

The file(s) will be added to the original window. You must select a file **Type** for each document. You may add a **Description** of the file that was uploaded.

Select the **Save** button when you are done.

**Attachment**

Attach Supporting Documents

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  
--Select--

Remove

File:  
2010-print-calendar-1a.jpg

Description:

[spell check](#)

Save

Upload

Clear All

9. Agree to terms and continue. Click to put a check in the **Yes, I agree to the terms:** box, then select the **Continue Application** or **Save and resume later** button:


**Acknowledgements**

**ACKNOWLEDGEMENTS**

- If I am the owner, I hereby grant permission for Baltimore County to conduct required inspections of my property in regard to this zoning request.
- I hereby acknowledge that if any rezoning occurs, a change in the property tax assessment and/or transfer taxes may result, for which the property owner would be responsible. Further, I understand that if this zoning request is granted, it does not guarantee the issuance of plan approval or building permit. At the time of development processing, all county, state, and federal requirements in effect at that time must be satisfied.
- I hereby acknowledge that the County Council may apply any zoning classification on the subject property upon adoption of the comprehensive zoning maps.
- I hereby acknowledge the information that I enter in the application is accurate and complete to the best of my knowledge. I understand that upon submission of this request, IT CANNOT BE WITHDRAWN for any reason.
- I will be responsible for contracting with a sign poster from the Department of Planning's approved list. The sign poster will post the property that is the subject of the rezoning request in accordance with Section 32-3-215(a) and (b) of the Baltimore County Code.

\*Yes, I agree to the terms:  
☒

Continue Application»

Save and resume later: 

10. Review your application. You will have the opportunity to edit the information in each section of your application by selecting the appropriate **Edit** button:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Application Type**

Comprehensive Zoning Map Process

**Applicant Type**

APPLICANT OR REPRESENTATIVE Edit

Are you applying on behalf of an individual, business, or civic organization?:No

**Applicant** Edit

John Citizen Phone:410-555-2323

When you are done, select the **Continue Application** or **Save and resume later** button:

Continue Application»

Save and resume later: 

**Note:** This is your last opportunity to save your application before submitting it. If you choose the **Continue Application** button, your application will be submitted.

11. Upon successful submission of your application, you will be sent an email with the details of the request and a tracking number to track the status and progress.

If you have trouble filing your application, contact the Baltimore County Department of Planning by calling 410-887-3480.